

## **Membership Balance Plan Threat Reduction Advisory Committee**

**Agency:** Department of Defense (DoD)

- 1. Authority:** The Secretary of Defense, under the provision of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority), established the Threat Reduction Advisory Committee (hereafter referred to as “the Committee”).
- 2. Mission/Function:** The Committee, under the provisions of FACA, shall provide the Secretary of Defense, through the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) and the Assistant Secretary of Defense for Nuclear, Chemical and Biological Defense Programs (ASD(NCB)), independent advice and recommendations on:
  - a. Reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional, and special weapons.
  - b. Combating Weapons of Mass Destruction (WMD) to include non-proliferation, counterproliferation, and consequence management.
  - c. Nuclear deterrence transformation, nuclear material lockdown, and accountability.
  - d. Nuclear weapons effects.
  - e. The nexus of counterproliferation and counter WMD terrorism.
  - f. Other AT&L; NCB; and Defense Threat Reduction Agency mission-related matters as requested by the sponsor.
- 3. Points of View:** The Committee shall be comprised of not more than 30 members, who are eminent authorities in the fields of national defense, geopolitical and national security affairs, weapons of mass destruction, nuclear physics, chemistry, and biology.

The Department of Defense has found that viewing complex issues through a multi-discipline advisory committee, provides DoD senior leadership and, more importantly, the American public, with a broader understanding on which to base subsequent policy decisions.

The Department of Defense, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters handled by the Committee.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Committee members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employees. Committee members shall be appointed on an annual basis by the Secretary of Defense.

The Committee’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the Committee’s sponsor. In addition, the Department,

## **Membership Balance Plan Threat Reduction Advisory Committee**

unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

- 4. Other Balance Factors:** None.
- 5. Candidate Identification Process:** The Department, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of national defense, geopolitical and national security affairs, weapons of mass destruction, nuclear physics, chemistry, biology, and other matters of special interest to the DoD. Potential candidates are identified by the USD(AT&L), the ASD(NCB), their professional staffs, as well as recommended by current Committee members.

Once potential candidates are identified, the USD(AT&L) reviews the credentials of each individual and narrows the list of potential candidates. During the USD(AT&L) review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the anticipated subject matters that will be reviewed by the Committee to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Department of Defense Office of General Counsel (DoD OGC) and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the advisory committee's charter and membership balance plan. Following this review, the USD(AT&L) formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the Department.

Following approval by the Secretary or Deputy Secretary, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

The Secretary of Defense may approve the appointment of Committee members for one-to-four year terms of service; however, no member, unless authorized by the Secretary, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees for the Committee.

- 6. Subcommittee Balance:** The Department, when necessary, and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Committee's sponsor.

## **Membership Balance Plan Threat Reduction Advisory Committee**

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as the parent committee appointments are made. These individuals may come from the parent committee or new nominees, as recommended by the Committee's sponsor and based upon the subject matter under consideration, but they must be approved by the Secretary or Deputy Secretary before participating in the subcommittee's work.

As required by the Committee's charter, these subcommittees operate under the provisions of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

- 7. Other:** The DoD adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's prohibition against registered Federal lobbyists.
- 8. Date Prepared/Updated:** May 30, 2012